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Executive Secretary

4-1813

1 June 1953

MEMORANDUM FOR: Chairman, Incentive Awards Committee,  
Assistant Director, (Personnel)  
FROM: Executive Secretary, Incentive Awards Committee  
SUBJECT: Minutes of Incentive Awards Committee Meeting

1. The Central Intelligence Agency Incentive Awards Committee was convened on Thursday, 28 May 1953 at 1400 hours, Room 115, North Building. Members present were:

W. H. H. Morris, Jr., Chairman  
Wilfred L. Peel

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25X1A

25X1A for [REDACTED], DD/P, attended the meeting as an alternate [REDACTED] attended the meeting to present information relative to the below-listed case numbers 1, 2, & 4 respectively.

2. The Committee voted the following action on the cases presented:

- Case No. 1. 25X1A [REDACTED] - Approved cash award of \$245 and Certificate of Award.
- Case No. 2. 25X1A [REDACTED] - Approved cash award of \$100 and Certificate of Award.
- Case No. 3. 25X1A [REDACTED] - Approved cash award of \$25 and letter of award expressing the Committee's appreciation for interest shown.
- Case No. 4. 25X1A [REDACTED] - Approved cash award, jointly shared, of \$40 and letters of award.
- Case No. 5. 25X1A [REDACTED] - Approved cash award of \$25 and letter of award.
- Case No. 6. 25X1A [REDACTED] - Approved cash award of \$15 and letter of award.
- Case No. 8. 25X1A [REDACTED] - Approved cash award of \$20 and letter of award.

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Case No. 7. [REDACTED] - The Committee deferred action on this suggestion pending further study by committee member, [REDACTED]

Case No. 10. [REDACTED] - The Committee deferred action on this suggestion at the recommendation of Mr. Peel, Committee member. Mr. Peel indicated that a member of his staff, [REDACTED] would re-study the suggestion.

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Case numbers 9, and 11 through 24 were rejected by the Committee in view of adverse appraisals by evaluating Offices.

3. The Committee approved the action of the Executive Secretary in transmitting letters of rejection due to duplicate suggestions to the following:

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4. In accordance with paragraph 6a (1), Regulation [REDACTED], the Committee approved the following implementing procedures and standards to assure the effective execution of the Incentive Awards Program:

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The Certificate of Award, signed by the Director of Central Intelligence, should only be given for awards of \$100 or more. It is the Committee's belief that the value of this certificate would be greatly lowered if it were awarded to all suggestors regardless of the amount of the award.

A letter of award, to be signed by the Chairman of the Committee, would be given for awards from \$10 to \$99.

The Committee approved the proposal of the Executive Secretary, relative to the use of a panel of 3 members to facilitate Committee action on non-adopted suggestions. Between Committee meetings the Secretary will transmit completed staff work on non-adopted suggestions to individual members of the panel committee for their consideration and approval. The full Committee in its next regular meeting will approve the recommendations of the panel Committee, thereby allowing the Committee to devote more of its time to considering adopted suggestions and policy matters.

5. The Committee was adjourned by the chairman at 1545.

FOR THE CHAIRMAN, INCENTIVE AWARDS COMMITTEE

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